Naval Writing

16 November 2003

CAPT John Messerschmidt
jmessers@mitre.org

Impressions

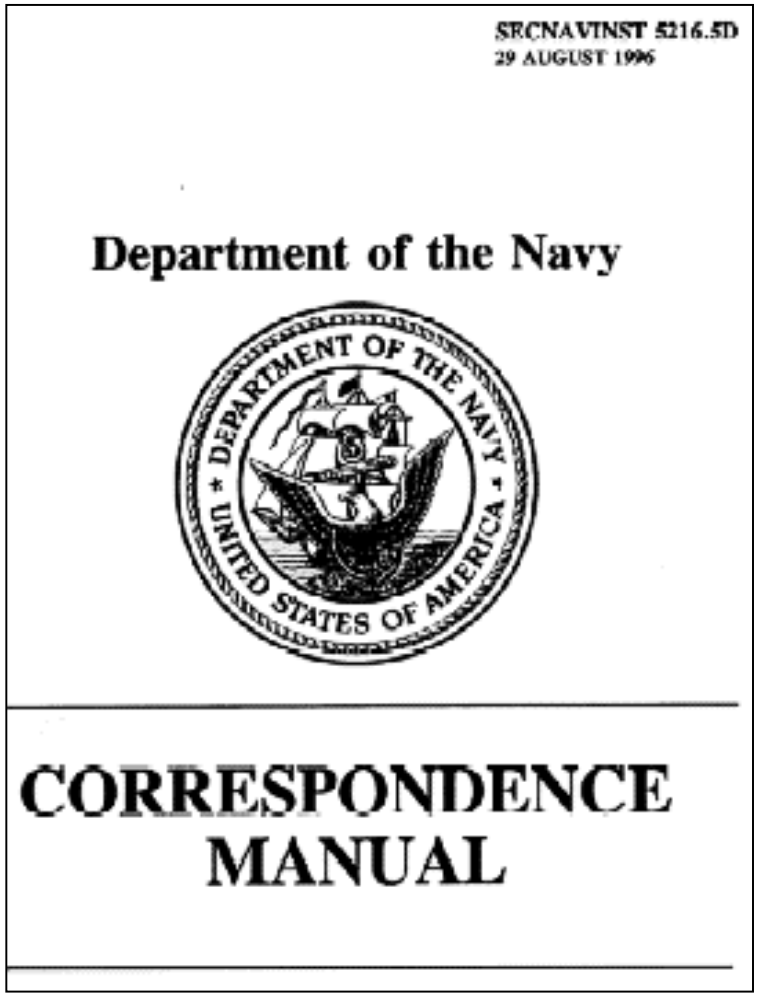
- **First impressions are the longest lasting, and the same holds true for correspondence**
- **The letters you write or are signed “By Direction” are a reflection of your command and you as a Commanding Officer**

- **The only difference between a well-written, professional looking letter and one that raises eyebrows is <u>personal</u> <u>pride</u>**

  No additional effort is required

DON Correspondence Manual

- **Contains all the procedures for writing, routing and filing correspondence plus numerous examples and formats**
- **Know the manual cold**
- **Do not accept anything less than the Navy standard**



STANDARD NAVAL LETTER

DoD Seal

Letterhead

1” margins

Use Courier New, 12 point font (Block Letters)

No page number on first page

DEPARTMENT OF THE NAVY
NR NEVERSAIL 100
NAVAL & MARINE CORPS RESERVE CENTER
1234 SAILORS CREED ROAD
HERNDON, VA 12345-6789

SSIC
Ser N00/XXX
20 Apr 04

From: Commanding Officer, NR NEVERSAIL 100 (RUIC 55555)
To: Commanding Officer, Naval and Marine Corps Reserve Center, Herndon
Via: (1) Title of Via Activity goes here

Subj: NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED

Ref: (a) References go here

Encl: (1) Enclosures go here

1. This is a standard Navy letter format per the Department of the Navy Correspondence Manual (SECNAVINST 5216.5D) that I want our unit to follow. The top margin is set two lines below the bottom of the unit address. Use Courier New 12-point font, only. With 1” left and right margins, the left margin should bisect the head of the eagle in the DoD logo.

2. It helps to “see” paragraph markers and blank spaces. To do this, go to “Tools”, select “Options”, then check “All”.

a. Indent each new subdivision four spaces and start typing on the fifth space. Do not use tabs. If you need to present data in columnar format, set the tabs to the exact locations like follows (do not use the default tabs):

Name	Rank	Location
Jones, J.	CAPT	Washington, DC
Smith, R.	CDR	Norfolk, VA

b. If subparagraphs are needed, use at least two like the subparagraphs that follow:

(1) The first page in a multi-page letter is not numbered. Number on the second and later pages.

(2) Leave at least 1” at the bottom of each page.

c. Note that first subdivisions like this use two spaces after the period while second subdivisions use only one space after the closed parenthesis.

STANDARD NAVAL LETTER, Page 2

Repeat Subject line

Signers name centered

Page number centered at the bottom

Subj: NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED

3. The top margin has been set to 1" so that the subject line can be repeated at the top of second and subsequent pages.

4. Note the page number on this page. It should be Courier New 12 as well.

5. To minimize wasting letterhead, it's always best to chop the letter on blank paper first prior to printing it on letterhead when it's ready for my signature. Note: every laser printer feeds paper differently, so be sure to experiment where to position the letterhead in the tray.

6. The signature block is centered on the page and starts on the fourth line after the last line of the letter. If the signature block is set to 3.25 inches, you should be able to fold the paper down the middle and the first initial should be on the crease.

7. Remember, if you're uncertain how to format a piece of naval correspondence, refer to the Correspondence Manual; its all there!

J. G. JONES

Copy to:
CDR Smith
COMLANTFLT N35

2

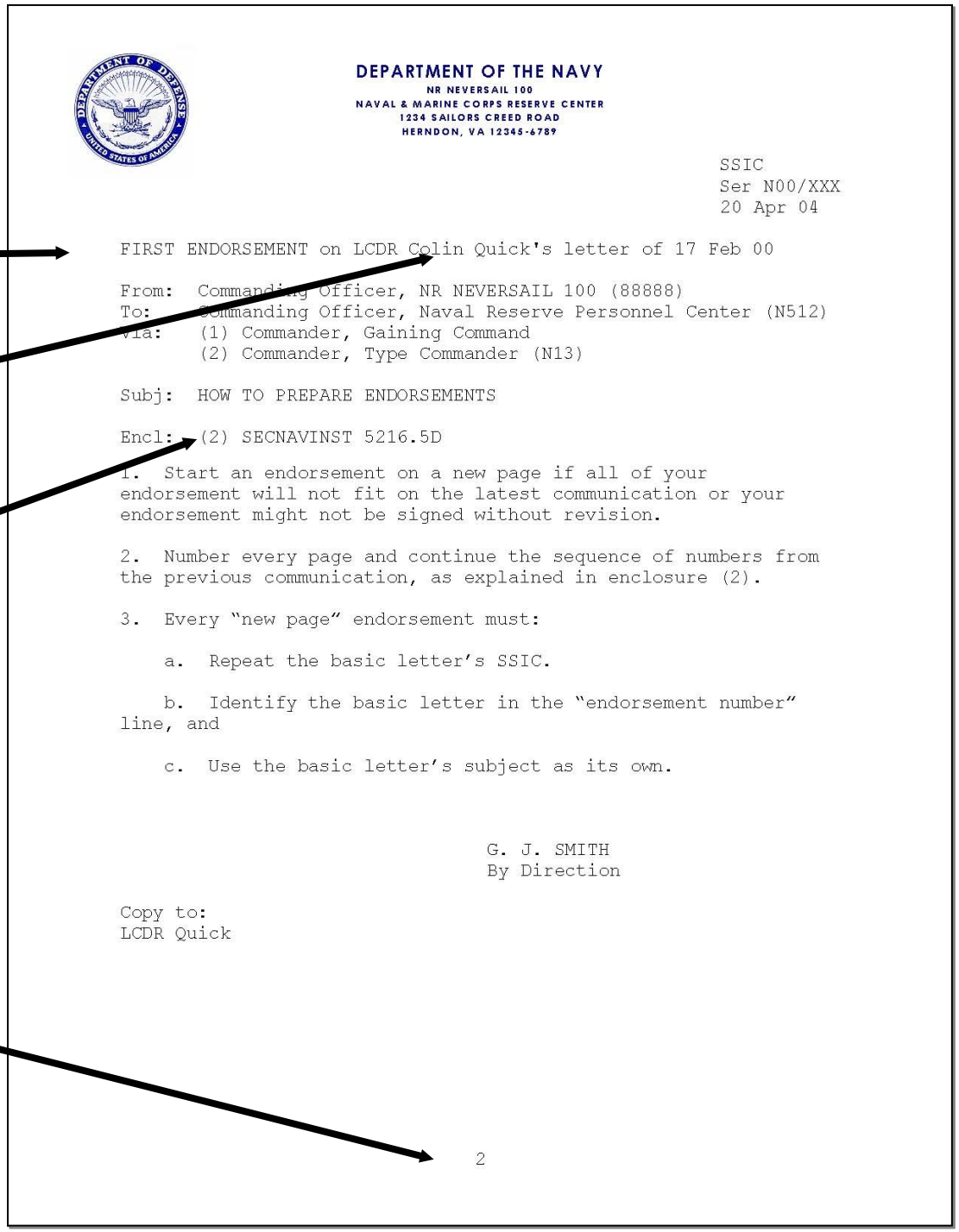
STANDARD ENDORSEMENT

New page endorsement

Identifies basic letter

Reference and enclosure labels continue from basic letter

Page number is consecutive



DEPARTMENT OF THE NAVY
NR NEVERSAIL 100
NAVAL & MARINE CORPS RESERVE CENTER
1234 SAILORS CREED ROAD
HERNDON, VA 12345-6789

SSIC
Ser N00/XXX
20 Apr 04

FIRST ENDORSEMENT on LCDR Colin Quick's letter of 17 Feb 00

From: Commanding Officer, NR NEVERSAIL 100 (88888)
To: Commanding Officer, Naval Reserve Personnel Center (N512)
Via: (1) Commander, Gaining Command
(2) Commander, Type Commander (N13)

Subj: HOW TO PREPARE ENDORSEMENTS

Encl: (2) SECNAVINST 5216.5D

1. Start an endorsement on a new page if all of your endorsement will not fit on the latest communication or your endorsement might not be signed without revision.

2. Number every page and continue the sequence of numbers from the previous communication, as explained in enclosure (2).

3. Every "new page" endorsement must:

a. Repeat the basic letter's SSIC.

b. Identify the basic letter in the "endorsement number" line, and

c. Use the basic letter's subject as its own.

G. J. SMITH
By Direction

Copy to:
LCDR Quick

2

BUSINESS LETTER

Expanded addressing

Salutation

No paragraph numbering
Indent paragraph

Signature area expanded to include rank/title

DEPARTMENT OF THE NAVY
NR NEVERSAIL 100
NAVAL & MARINE CORPS RESERVE CENTER
1234 SAILORS CREED ROAD
HERNDON, VA 12345-6789

SSIC
Ser N00/XXX
20 Apr 04

The Honorable John Warner
United States Senate
225 Russell Building
Washington, D.C. 20510

Dear Senator Warner:

SUBJECT: PREPARATION OF THE BUSINESS LETTER

This example shows the first page of a two page business letter. A "subject" line is optional and may replace the salutation. Phrase the "subject" line in normal word order. Make it very brief, to the point, and not longer than one line. Capitalize every letter in the subject line.

Refer to previous communications and enclosures in the body of the letter only, without calling them references or enclosures. Do not number main paragraphs, subparagraphs are numbered and lettered the same as a standard letter.

Prior to typing a business letter, try to estimate the length of the letter. Set your margins to obtain maximum balance. Never use less than a 1-inch margin.

Start a paragraph near the end of a page only if that page has room for two lines or more. Continue a paragraph on the following page only if two lines or more can be carried over. A signature page must have at least two lines of text.

Do not number the first page of a single page letter or multiple page letter. The first page is assumed to be page 1. Center page numbers ½ inch from the bottom edge, starting with the number 2. No punctuation accompanies a page number.

Be sure to mention any enclosed document in the body of your letter and list them as enclosure on the second line below the "signature" block.

M. STEWART
Commander, U.S. Naval Reserve
Commanding Officer

Naval Writing Standards

- **Chapter 3 of the Correspondence Manual focuses on Naval Writing Standards**

  Section A: The Need to Improve

  Section B: Organized Writing

  Section C: Natural Writing

  Section D: Compact Writing

  Section E: Active Writing

- **Understanding these 25 pages and applying the principals can make a tremendous impact on the quality of your letters**

E.g., Keep Sentences Short

Break long sentences into manageable units. Then prune needless words and ideas:

It is requested that attendees be divided between the two briefing dates with the understanding that any necessary final adjustments will be made by N96 to facilitate equitable distribution. (29 words)

It is requested that attendees be divided between the two briefing dates. Any necessary final adjustments will be made by N96 to facilitate equitable distribution. (12, 13 words)

Send half your people on one day and half on the other. N96 will make final adjustments. (12, 5 words)

E.g., Prune Wordy Expressions

Wordy expressions don't give writing impressive bulk, they clutter it by getting in the way of the words that carry the meaning. In order to and in accordance with, for example, are minor ideas that don't deserve three words. Here are some repeat offenders.

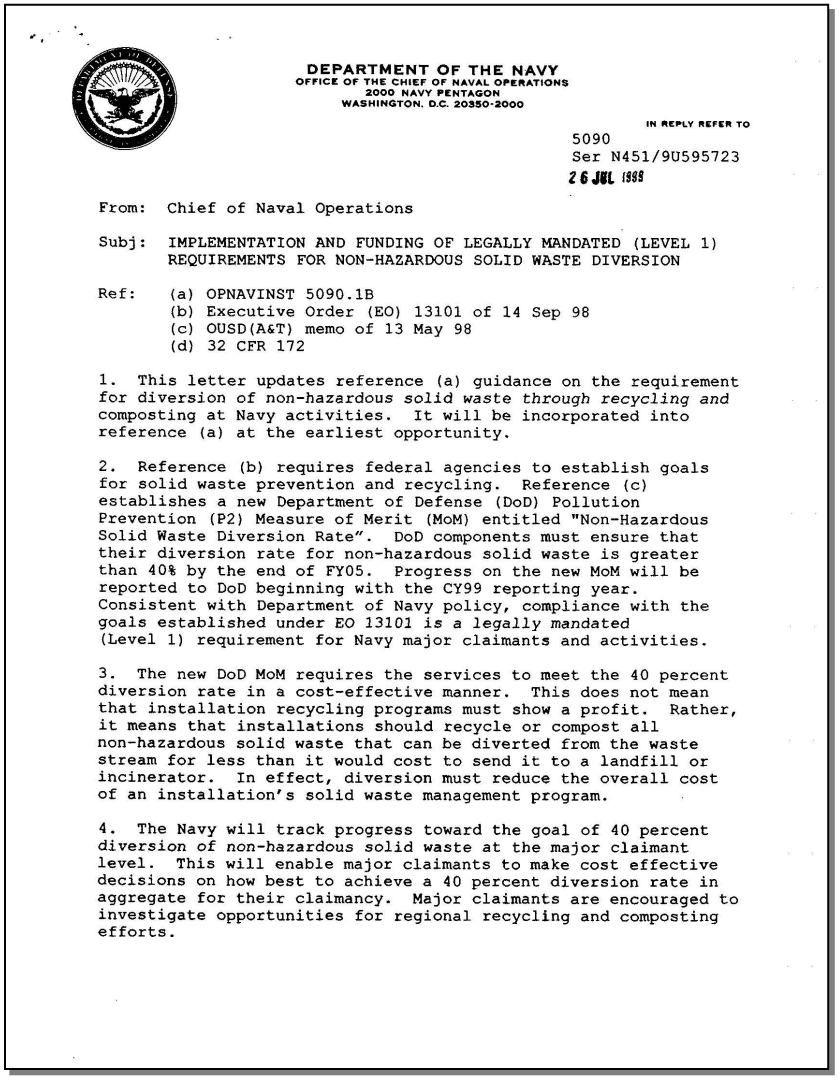
Not	But
for the purpose of	for, to
in accordance with	by, following, per, under
in order to	to
in the event that	if
in the near future	soon

Summary

- **Theoretically, there should be no difference in the style, format, and substance of a letter written by the CNO, a Fleet Commander, or an Echelon VI Reserve Unit Commanding Officer**

  We all follow the same naval writing standards

- **Remember, the letters you write or are signed "By Direction" are a reflection of your command and you as a Commanding Officer**



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
5090
Ser N451/9U595723
26 JUL 1999

From: Chief of Naval Operations

Subj: IMPLEMENTATION AND FUNDING OF LEGALLY MANDATED (LEVEL 1) REQUIREMENTS FOR NON-HAZARDOUS SOLID WASTE DIVERSION

Ref: (a) OPNAVINST 5090.1B
(b) Executive Order (EO) 13101 of 14 Sep 98
(c) OUSD(A&T) memo of 13 May 98
(d) 32 CFR 172

1. This letter updates reference (a) guidance on the requirement for diversion of non-hazardous solid waste through recycling and composting at Navy activities. It will be incorporated into reference (a) at the earliest opportunity.

2. Reference (b) requires federal agencies to establish goals for solid waste prevention and recycling. Reference (c) establishes a new Department of Defense (DoD) Pollution Prevention (P2) Measure of Merit (MoM) entitled "Non-Hazardous Solid Waste Diversion Rate". DoD components must ensure that their diversion rate for non-hazardous solid waste is greater than 40% by the end of FY05. Progress on the new MoM will be reported to DoD beginning with the CY99 reporting year. Consistent with Department of Navy policy, compliance with the goals established under EO 13101 is a legally mandated (Level 1) requirement for Navy major claimants and activities.

3. The new DoD MoM requires the services to meet the 40 percent diversion rate in a cost-effective manner. This does not mean that installation recycling programs must show a profit. Rather, it means that installations should recycle or compost all non-hazardous solid waste that can be diverted from the waste stream for less than it would cost to send it to a landfill or incinerator. In effect, diversion must reduce the overall cost of an installation's solid waste management program.

4. The Navy will track progress toward the goal of 40 percent diversion of non-hazardous solid waste at the major claimant level. This will enable major claimants to make cost effective decisions on how best to achieve a 40 percent diversion rate in aggregate for their claimancy. Major claimants are encouraged to investigate opportunities for regional recycling and composting efforts.